



City of Connell

**EASTERN
WASHINGTON'S
HARVESTLAND**

FIRE DEPARTMENT CITY ADMINISTRATOR REPORT

DATE: JANUARY 02, 2018
TO: MARIA PENA, CITY ADMINISTRATOR
FROM: CHRIS SCHULTE, FIRE CHIEF
RE: Monthly Staff Report Fire Department activities.

REPORTING PERIOD: This report covers activities that have occurred or are in progress for the month of December 2017.

- Fire department hosted numerous groups utilizing facility for meetings. (Bus Drivers, Cemetery Board, Connell Sand and Gravel)
- Fire department hosted Franklin County Fire Chiefs Meeting.
- Installed a new temp mirror on Heritage Fire Truck. Original mirrors ineffective/unsafe.
- Placed new attack hose into service for both apparatus crosslays.
- Chief attended Quad County Fire Chief's Meeting in Walla Walla
- Chief enjoyed a good amount of time off with his family for the holidays.
- Selecting PNW2 team - access ICAPS to validate sectional rosters for 2018 calendar year.
- Developed, printed and distributed ID Cards for the Volunteer Fire Fighters.
- Developed documentation for Fire Prevention visits to Coyote Ridge Corrections Center.
- Completed Paying invoices/bills for December purchases.
- Submitted Fire Fighter payroll for month of December 2017.

/s/ Chris Schulte
Fire Chief/City of Connell